

Privacy Notice –Stakeholders

Introduction

Highland and Islands Airports Limited (HIAL) is wholly owned by the Scottish Ministers. The company operates and manages 11 Airports at Barra, Benbecula, Campbeltown, Dundee, Islay, Inverness, Kirkwall, Stornoway, Sumburgh, Tiree and Wick. HIAL's airports are vital to the social and economic welfare of the areas they serve, but are loss making, and are supported by subsidies from the Scottish Government in accordance with Section 34 of the Civil Aviation Act 1982.

HIAL uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This privacy notice explains how HIAL uses information stored within our Stakeholders database. It is important to note that the privacy information provided below relates to information that is considered personal data under data protection laws. It will not necessarily apply to corporate or company data unless a stakeholder is a private individual or sole trader.

Why are we collecting your information?

- stakeholder engagement for projects
- stakeholder engagement for communication updates
- stakeholder engagement for information
- notification of procurement tender
- other business opportunities
- liaison with suppliers and contractors

What information is collected?

We may process the following personal data.

- Name
- Job title
- Organisation
- Email address
- Phone number
- Geographic location

How will my information be used?

Key contact data will be used for business as usual and emergency operational issues, notification of tenders being released, stakeholder engagement and distribution of newsletters.

Lawful Basis

In relation to our stakeholder database the lawful basis is for the purposes of a legitimate interest.

Will my information be passed to anyone else?

Any information contained within the stakeholder database is accessed and used only by appropriate teams within HIAL. HIAL uses a data processor to securely hold our stakeholder information. Their geographic location of processing is within the European Union. Your personal information will not be passed to any other third parties.

What happens when my information is no longer required?

HIAL will regularly review the business need and proactively update our stakeholder database to ensure accuracy and remove inactive contact details.

Should you wish to have your details removed you can contact the sender of the correspondence you have received or HIAL's Data Protection officer.

Additional rights

Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- request access to your personal information.
- request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay.
- request erasure of your personal information when certain conditions apply.
- restrict processing under certain circumstances.
- object to processing
- data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information.

There may be occasions when HIAL is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why HIAL is unable to comply with the request and any options available.

For more information on how to exercise any of these rights, please contact the Data Protection Officer at dpo@hial.co.uk.

You can find independent advice about personal data rights provided by the [Information Commissioner's Office](#)

Complaints

Should you be unhappy with the way in which HIAL have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>